PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)	2. TYPE OF REPORT		
Special Clearances - Request by Organization		STATISTICAL	
		NARRATIVE	
		X	MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL
	LOGISTICS	X	SECURITY		OTHER (specify)
	MEDICAL		FINANCE		

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
Variable - Usually Multicopy	**Variable - The bulk of production is Monthly**	1 - Security variable to other agency offices and to other Gov't agencies

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT
Computer Print-Out	X YES	IF YES GIVE ADP PROCESSING NO.	**D/Sec Memo to DCI Exec Off.,**
	NO	E004-02	**2 April 1962**

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
OCS OS/SR&CD/CIB OS/SR&CD/Records Br.	**Punched cards, OS/SR&CD/Records Br. Coding Forms and Form #152, SR&CD/CIB**

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-05	$3.15		1040		$3,276.00		(1 employee)		

An average of 4 employees code information in the SPECLE Program. There are two basic reports and the cost related here is one-half. The other half is charged to the other SPECLE report.

			$3,276		x		4 (employees)		$13,104.00

B. COSTS OF COMPUTER PRODUCED REPORTS

PUNCHED CARDS	COST EACH			
5355/Mo.	.05	267.75	12	$3,213.00
PAGES				
40,800 (Multicopy)	.03	1,224.00	12	14,688.00
		TOTAL COSTS PER YEAR		$31,005.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

The SPECLE system was established in response to the requirement that there be a centralized source of information regarding persons who hold special clearances. The reports (usually updated monthly) are provided to customers who need this information and who do not have direct access to the computer file.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT	As result of a recent study, volume of reports will be reduced by providing direct access to customers within Headquarters. Savings may be realized in the near term.	ESTIMATED SAVINGS	
RETAIN AS IS	OTHER (explain)	MAN-HOURS	DOLLARS
X CHANGE			
DISCONTINUE			

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
13 October 70	Security Officer/Systems Analyst	

25X1

25X1

REPORTS INVENTORY　　SECRET

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)	2. TYPE OF REPORT		
Special Clearances (SPECLE) - Request by Name		STATISTICAL	
		NARRATIVE	
		x	MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL
	LOGISTICS	x	SECURITY		OTHER (specify)
	MEDICAL		FINANCE		

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies) 1 - Security variable to other agency offices and to other Gov't agencies
Variable - Usually Multicopy	Variable - The bulk of production is Monthly	

7. FORMAT (memorandum, form computer print-out, etc) Computer Pring-Out	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT
	x	YES	D/Sec Memo to DCI Exec Off.,
		NO　IF YES GIVE ADP PROCESSING NO.　E004-01	2 April 1962

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
OCS OS/SR&CD/CIB OS/SR&CD/Records Br.	Punched cards, OS/SR&CD/Records Br. Coding Forms and Form #152, SR&CD/CIB

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-05	$3.15		1040		$3,276.00 (1 employee)				

An average of 4 employees code information in the SPECLE Program. There are two basic reports and the cost related here is one-half. The other half is charged to the other SPECLE report.

	$3,276		x 4 (employees)						$13,104.00

B. COSTS OF COMPUTER PRODUCED REPORTS

PUNCHED CARDS	COST EACH				
5355/Mo.	.05	267.75	12		$3,213.00
PAGES 40,800 (Multicopy)	.03	1,224.00	12		14,688.00
		TOTAL COSTS PER YEAR			$31,005.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

The SPECLE system was established in response to the requirement that there be a centralized source of information regarding persons who hold special clearances. The reports (usually updated monthly) are provided to customers who need this information and who do not have direct access to the computer file.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
		MAN-HOURS	DOLLARS
RETAIN AS IS	OTHER (explain) **As result of a recent study, volume of reports will be reduced by providing direct access to customers within Headquarters. Savings may be realized in the near term.**		
x CHANGE			
DISCONTINUE			

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
13 October 70		

25X1

25X1

SECRET

SECRET
Classification

REPORTS INVENTORY		CONTROL NO.

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.) CAPER - Report #1 - Cases in Process	2. TYPE OF REPORT	x	STATISTICAL
			NARRATIVE
			MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL
	LOGISTICS	x	SECURITY		OTHER (specify)
	MEDICAL		FINANCE		

4. NO. OF COPIES PREPARED 1--on 20th of month 4--at end of month	5. FREQUENCY (weekly, monthly, quarterly, etc.) twice each month	6. DISTRIBUTION (No. of components not number of copies) 1--on 20th of the month 4--at end of the month

7. FORMAT (memorandum, form computer print-out, etc) Computer Print-Out	8. ADP PROCESSING	9. DIRECTIVE AUTHORITY REQUIRING REPORT (basic policy statement)
	x YES IF YES GIVE ADP PROCESSING NO.	
	NO 580	

10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/SR&CD	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Punched Cards (SR&CD)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
PUNCHED CARDS									
NUMBER	COST EACH								
389	.05		19.45			12			350.10

B. COSTS OF COMPUTER PRODUCED REPORTS

PAGES	COST PER PAGE				
1 (Single Copy)	.05	.05		24	1.20
4 (Multicopy)	.03	.12		24	2.88
		TOTAL COSTS PER YEAR			$354.18

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report provides statistical information which is used by Personnel Security Division in preparation of monthly reports.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
RETAIN AS IS	x OTHER (explain) Retain as is, pending devel-	MAN-HOURS	DOLLARS
CHANGE	opment of comprehensive revision of case		
DISCONTINUE	processing system, now entering Design Phase.		

16. DATE OF INVENTORY 1 October 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Security Officer/Systems Analyst	18. EXTENSION

SECRET
Classification

FORM 112

(22-36-43)

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)	2. TYPE OF REPORT		
CAPER-#2A Status Report of Personnel Cases (Pending) #2B Status Report of Other Pending Cases	x	STATISTICAL	
		NARRATIVE	
		MACHINE-NAME LISTING	

3. FUNCTIONAL AREA	PERSONNEL		TRAINING	ADMIN. GENERAL
	LOGISTICS	x	SECURITY	OTHER (specify)
	MEDICAL		FINANCE	

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
1--on 20th of month 4--at end of month	twice each month	1--on 20th of the month 4--at end of the month

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING	9. DIRECTIVE AUTHORITY REQUIRING REPORT
Computer Print-Out	x YES IF YES GIVE ADP PROCESSING NO. NO 580	(basic policy statement)

25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
OCS OS/SR & CD	Punched Cards (SR & CD)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
PUNCHED CARDS									
NUMBER	COST EACH								
389	.05		19.45			12			350.10

B. COSTS OF COMPUTER PRODUCED REPORTS

PAGE	COST PER PAGE				
1 (Single Copy)	.05	.05		24	1.20
4 (Multicopy)	.03	.12		24	2.88

	TOTAL COSTS PER YEAR	$354.18

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report provides management information, highlighting the numbers of each type of case which are delayed in processing, and the processing points at which they are delayed.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
		MAN-HOURS	DOLLARS
RETAIN AS IS	x OTHER (explain) Retain as is, pending development of comprehensive revision of case processing system, now entering Design Phase.		
CHANGE			
DISCONTINUE			

25X1

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
1 October 1970	Security Officer/Systems Analyst	

FORM 142

Classification

(22-36-43)

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)	2. TYPE OF REPORT		
CAPER - Report #3 - Cases Closed During the Month	x	STATISTICAL	
		NARRATIVE	
		MACHINE-NAME LISTING	

3. FUNCTIONAL AREA		PERSONNEL		TRAINING	ADMIN. GENERAL
		LOGISTICS	x	SECURITY	OTHER (specify)
		MEDICAL		FINANCE	

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
1--on 20th of month 4--at end of month	twice each month	1--on 20th of the month 4--at end of the month

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING	9. DIRECTIVE AUTHORITY REQUIRING REPORT
Computer Print-Out	x YES IF YES GIVE ADP PROCESSING NO.	(basic policy statement)
	NO 580	

25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
OCS OS/SR&CD	Punched Cards (SR&CD)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
PUNCHED CARDS									
NUMBER	COST EACH								
389	.05		19.45				12		350.10

B. COSTS OF COMPUTER PRODUCED REPORTS

PAGES	COST PER PAGE			
1 (Single Copy)	.05	.05	24	1.20
4 (Multicopy)	.03	.12	24	2.88

TOTAL COSTS PER YEAR	$354.18

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report provides totals of different types of closings on different types of cases. Needed by PSD for preparation of monthly Branch Reports.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
		MAN-HOURS	DOLLARS
RETAIN AS IS	x OTHER (explain) Retain as is, pending devel-		
CHANGE	opment of comprehensive revision of case		
DISCONTINUE	processing system, now entering Design Phase.		

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
1 October 1970	Security Officer/Systems Analyst	

25X1

FORM 142
9-70

Classification

(22-36-43)

SECRET

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.) CAPER - Report #4 - Processing-Time Factors of Closed Accountable Cases.	2. TYPE OF REPORT	X STATISTICAL
		NARRATIVE
		MACHINE-NAME LISTING

3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL
		LOGISTICS	X	SECURITY		OTHER (specify)
		MEDICAL		FINANCE		

| 4. NO. OF COPIES PREPARED 1--on 20th of month 4--at end of month | 5. FREQUENCY (weekly, monthly, quarterly, etc.) twice each month | 6. DISTRIBUTION (No. of components not number of copies) 1--on 20th of the month 4--at end of the month |

| 7. FORMAT (memorandum, form computer print-out, etc) Computer Print-Out | 8. ADP PROCESSING X YES / NO IF YES GIVE ADP PROCESSING NO. 580 | 9. DIRECTIVE AUTHORITY REQUIRING REPORT (basic policy statement) |

| 10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/SR & CD | 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Punched Cards (SR & CD) |

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
PUNCHED CARDS									
NUMBER	COST EACH								
389	.05				19.45		12		350.10

B. COSTS OF COMPUTER PRODUCED REPORTS

PAGES	COST PER PAGE			
1 (Single Copy)	.05	.05	24	1.20
4 (Multicopy)	.03	.12	24	2.88

| | TOTAL COSTS PER YEAR | $354.18 |

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Report provides statistics needed for monthly reports of PSD Branches, and of Branch 3 in Investigations Division.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT	ESTIMATED SAVINGS	
RETAIN AS IS / CHANGE / DISCONTINUE X OTHER (explain) Retain as is, pending development of comprehensive revision of case processing system, now entering Design Phase.	MAN-HOURS	DOLLARS

| 16. DATE OF INVENTORY 1 October 1970 | 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Security Officer/Systems Analyst | 18. EXTENSION |

FORM 142

(22-36-43)

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)	2. TYPE OF REPORT		X	STATISTICAL
CAPER - Report #5 - Analysis of Processing on Closed Accountable Cases				NARRATIVE
				MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL
	LOGISTICS	X	SECURITY		OTHER (specify)
	MEDICAL		FINANCE		

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
1--on 20th of month 4--at end of month	twice each month	1--on 20th of the month 4--at the end of the month

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT
Computer Print-Out	X	YES	IF YES GIVE ADP PROCESSING NO.	
		NO	580	(basic policy statement)

25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
OCS OS/SR & CD	Punched Cards (SR & CD)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
PUNCHED CARDS									
NUMBER	COST EACH								
389	.05		19.45			12			350.10

B. COSTS OF COMPUTER PRODUCED REPORTS

PAGES	COST PER PAGE				
1 (Single Copy)	.05	.05	24		1.20
4 (Multicopy)	.03	.12	24		2.88
		TOTAL COSTS PER YEAR		$354.18	

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Report gives statistical picture of processing time required on high-priority cases.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT	ESTIMATED SAVINGS	
	MAN-HOURS	DOLLARS
	RETAIN AS IS	X	OTHER (explain) Retain as is, pending development of comprehensive revision of case processing system, now entering Design Phase.		
	CHANGE				25X1
	DISCONTINUE				

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
1 October 1970	Security Officer/Systems Analyst	

25X1

FORM 112

(22-36-43)

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)	2. TYPE OF REPORT		STATISTICAL
CAPER - Report #6 - Miscellaneous Statistics		X	NARRATIVE
			MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL		TRAINING	ADMIN. GENERAL
	LOGISTICS		SECURITY	OTHER (specify)
	MEDICAL	x	FINANCE	

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
1--on 20th of month 4--at end of month	twice each month	1--on 20th of the month 4--at end of the month

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT
Computer Print-Out	x	YES	IF YES GIVE ADP PROCESSING NO.
		NO	580

25X1

(basic policy statement)

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by title, Form No., or nomenclature. Attach separate sheet if necessary.)
OCS OS/SR&CD	Punched Cards (SR&CD)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
PUNCHED CARDS									
NUMBER	COST EACH								
389	.05		19.45				12		350.10

B. COSTS OF COMPUTER PRODUCED REPORTS

PAGES	COST PER PAGE								
1 (Single Copy)	.05		.05				24		1.20
4 (Multicopy)	.03		.12				24		2.88

	TOTAL COSTS PER YEAR	$354.18

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Report provides production statistics used in monthly reporting in Personnel Security Division.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
RETAIN AS IS	x OTHER (explain) Retain as is, pending devel-	MAN-HOURS	DOLLARS
CHANGE	opment of comprehensive revision of case		
DISCONTINUE	processing system, now entering Design Phase.		

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
29 September 70	Security Officer/Systems Analyst	

25X1

25X1

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.) CAPER-List A-Status of Personnel Cases in Process in Appraisal Section PSD	2. TYPE OF REPORT	STATISTICAL
		NARRATIVE
	X	MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL
	LOGISTICS	X	SECURITY		OTHER (specify)
	MEDICAL		FINANCE		

| 4. NO. OF COPIES PREPARED 1--on 20th of month 4--at end of month | 5. FREQUENCY (weekly, monthly, quarterly, etc.) twice each month | 6. DISTRIBUTION (No. of components not number of copies) 1--on 20th of the month 4--at end of the month |

7. FORMAT (memorandum, form computer print-out, etc) Computer Print-Out	8. ADP PROCESSING	9. DIRECTIVE AUTHORITY REQUIRING REPORT
	X YES IF YES GIVE ADP PROCESSING NO.	(Basic Policy Statement)
	NO 580	

25X1

| 10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/SR & CD | 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Punched Cards (SR & CD) |

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
PUNCHED CARDS									
NUMBER	COST EACH								
389	.05		19.45				12		350.10

B. COSTS OF COMPUTER PRODUCED REPORTS

PAGES	COST PER PAGE				
10 (Single Copy)	.05	.50	24	12.00
40 (Multicopy)	.03	1.20	24	23.80

| TOTAL COSTS PER YEAR | $390.90 |

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

A listing showing the Personnel cases pending in Appraisal Processing, and the date that each case arrived for Appraisal. List used to validate manual records, and manual records used to validate accuracy of CAPER file.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT	ESTIMATED SAVINGS
	MAN-HOURS	DOLLARS
RETAIN AS IS	X OTHER (explain) Retain as is, pending development of comprehensive revision of case processing system, now entering Design Phase.		
CHANGE			
DISCONTINUE			

25X1

| 16. DATE OF INVENTORY 1 October 1970 | 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Security Officer/Systems Analyst | 18. EXTENSION |

25X1

FORM 142

(22-96-43)

REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO.

1. TITLE OF REPORT (if a fill-in report include Form No.) CAPER - List B - Status of Personnel Cases in Process in Investigations Division	2. TYPE OF REPORT		STATISTICAL
			NARRATIVE
		x	MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL
	LOGISTICS	x	SECURITY		OTHER (specify)
	MEDICAL		FINANCE		

4. NO. OF COPIES PREPARED 1--on 20th of month 4--at end of month	5. FREQUENCY (weekly, monthly, quarterly, etc.) twice each month	6. DISTRIBUTION (No. of components not number of copies) 1--on 20th of the month 4--at end of the month

7. FORMAT (memorandum, form computer print-out, etc) Computer Print-Out	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT
	x	YES	IF YES GIVE ADP PROCESSING NO. 580	(basic policy statement)
		NO		

25X1

10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/SR & CD	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Punched Cards (SR & CD)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
PUNCHED CARDS									
NUMBER	COST EACH								
389	.05		19.45				12		350.10

B. COSTS OF COMPUTER PRODUCED REPORTS

PAGES	COST PER PAGE				
27 (Single Copy)	.05	1.35	24		32.40
108 (Multicopy)	.03	3.24	24		77.76

	TOTAL COSTS PER YEAR	$460.26

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

A listing showing the Personnel cases pending in the Investigations Division, and the date each case was opened in ID. List used to validate manual records, and manual records used to validate the listing.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
RETAIN AS IS	X OTHER (explain) Retain as is, pending devel- opment of comprehensive revision of case processing system, now entering Design Phase.	MAN-HOURS	DOLLARS
CHANGE			
DISCONTINUE			

16. DATE OF INVENTORY 1 October 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION

25X1

25X1

FORM 142
9-70

Classification

(22-36-43)

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)		2. TYPE OF REPORT		
CAPER - List C - Deferred Status Cases				STATISTICAL
				NARRATIVE
			X	MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL
	LOGISTICS	X	SECURITY		OTHER (specify)
	MEDICAL		FINANCE		

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
1--on 20th of month 4--at end of month	twice each month	1--on 20th of the month 4--at end of the month

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT
Computer Print-Out	X	YES	IF YES GIVE ADP PROCESSING NO.
		NO	580

(basic policy statement)

25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
OCS OS/SR&CD	Punched Cards (SR&CD)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
PUNCHED CARDS									
NUMBER	COST EACH								
389	.05		19.45				12		350.10

B. COSTS OF COMPUTER PRODUCED REPORTS

PAGES	COST PER PAGE				
3 (Single Copy)	.05	.15	24		3.60
12 (Multicopy)	.03	.36	24		8.64

	TOTAL COSTS PER YEAR	$362.34

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

A listing of cases which have been extracted from normal processing steps. Needed to keep track of cases which are no longer under the normal controls of the system.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
		MAN-HOURS	DOLLARS
RETAIN AS IS	X OTHER (explain) Retain as is, pending devel-		
CHANGE	opment of comprehensive revision of case		
DISCONTINUE	processing system, now entering Design Phase.		25X1

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
1 October 1970	Security Officer/Systems Analyst	

25X1

FORM 112

(22-30-49)

SECRET

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.) CAPER - List D - Status of Personnel Cases in Process in Preliminary Review	2. TYPE OF REPORT	STATISTICAL
		NARRATIVE
	X	MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL
	LOGISTICS	X	SECURITY		OTHER (specify)
	MEDICAL		FINANCE		

4. NO. OF COPIES PREPARED 1--on 20th of month 4--at end of month	5. FREQUENCY (weekly, monthly, quarterly, etc.) twice each month	6. DISTRIBUTION (No. of components not number of copies) 1--on 20th of the month 4--at end of the month

7. FORMAT (memorandum, form computer print-out, etc) Computer Print-Out	8. ADP PROCESSING	X YES NO	IF YES GIVE ADP PROCESSING NO. 580	9. DIRECTIVE AUTHORITY REQUIRING REPORT (basic policy statement)	25X1

10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/SR&CD	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Punched Cards (SR&CD)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
PUNCHED CARDS NUMBER 389	COST EACH .05		19.45				12		350.10

B. COSTS OF COMPUTER PRODUCED REPORTS

PAGES	COST PER PAGE				
2 (Single Copy)	.05	.10	24		2.40
8 (Multicopy)	.03	.24	24		5.76
		TOTAL COSTS PER YEAR			$358.26

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

A listing of Personnel Cases pending in Preliminary Review, and the date each case was opened or preliminary review. List used to validate manual records which are, in turn, used to validate the List. Cumulative total is a report item in Branch monthly report.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
RETAIN AS IS CHANGE DISCONTINUE	X OTHER (explain) Retain as is, pending development of comprehensive revision of case processing system, now entering Design Phase	MAN-HOURS	DOLLARS 25X1

16. DATE OF INVENTORY 1 October 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Security Officer/Systems Analyst	18. EXTENSION

25X1

SECRET

Classification

FORM 112

(22-36-65)

CONTROL NO.

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)	2. TYPE OF REPORT		STATISTICAL
CAPER - List E - Status of Personnel Cases in Process in SR&CD			NARRATIVE
		X	MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL
	LOGISTICS	X	SECURITY		OTHER (specify)
	MEDICAL		FINANCE		

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
1--on 20th of month 4--at end of month	twice each month	1--on 20th of the month 4--at end of the month

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING	9. DIRECTIVE AUTHORITY REQUIRING REPORT
Computer Print-Out	X YES / NO — IF YES GIVE ADP PROCESSING NO. 580	(basic policy statement)

25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
OCS OS/SR & CD	Punched Cards (SR & CD)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
PUNCHED CARDS									
NUMBER	COST EACH								
389	.05		19.45				12		350.10

B. COSTS OF COMPUTER PRODUCED REPORTS

PAGES	COST PER PAGE				
1 (Single Copy)	.05	.05		24	1.20
4 (Multicopy)	.03	.12		24	2.88
		TOTAL COSTS PER YEAR			$354.18

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

A listing of Personnel Cases pending in SR&CD with the date each case was received. A report item.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
		MAN-HOURS	DOLLARS
RETAIN AS IS	X OTHER (explain) Retain as is, pending development of comprehensive revision of case processing system, now entering Design Phase.		25X1
CHANGE			
DISCONTINUE			18. EXTENSION

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION
8 October 1970	Security Officer

25X1

Classification

FORM 11-2

(22-36-43)

SECRET

CONTROL NO.

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)	2. TYPE OF REPORT		STATISTICAL
			NARRATIVE
CAPER-List F- Status of Other Cases in Appraisal Process		X	MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL
	LOGISTICS	X	SECURITY		OTHER (specify)
	MEDICAL		FINANCE		

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
1--on 20th of month 4--at end of month	twice each month	1--on 20th of the month 4--at end of the month

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING	9. DIRECTIVE AUTHORITY REQUIRING REPORT
Computer Print-Out	X YES IF YES GIVE ADP PROCESSING NO. NO 580	(basic policy statement)

25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
OCS (OS/SR & CD)	Punched Cards (SR & CD)

12.   COST FACTORS

A.   MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
PUNCHED CARDS									
NUMBER	COST EACH								
389	.05		19.45			12			350.10

B.   COSTS OF COMPUTER PRODUCED REPORTS

PAGES	COST PER PAGE				
7 (Single Copy)	.05	.35	24		8.40
21 (Multicopy)	.03	.63	24		15.12
		TOTAL COSTS PER YEAR			$373.62

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

A listing of Other Cases pending in Appraisal, with date each case was opened in Appraisal. List used to validate manual records which, in turn, are used to validate computer listing. Total of these cases, produced in the listing, is a monthly report item for the Branch.

14.   FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
		MAN-HOURS	DOLLARS
RETAIN AS IS	X OTHER (explain) Retain as is, pending devel-		
CHANGE	opment of comprehensive revision of case		25X1
DISCONTINUE	processing system, now entering Design Phase.		

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
8 October 1970		

25X1

Security Classification

FORM 112

(22-36-43)

SECRET

CONTROL NO.

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)	2. TYPE OF REPORT	STATISTICAL
CAPER - List G - Status of Other Cases in Process in Investigations Division		NARRATIVE
		MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL
	LOGISTICS	x	SECURITY		OTHER (specify)
	MEDICAL		FINANCE		

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
1--on 20th of month 4--at end of month	twice each month	1--on 20th of the month 4--at end of the month

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT
Computer Print-Out	x YES	IF YES GIVE ADP PROCESSING NO.	(basic policy statement)
	NO	580	

25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
OCS OS/SR & CD	Punched Cards (SR & CD)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
PUNCHED CARDS									
NUMBER	COST EACH								
389	.05				19.45		12		350.10

B. COSTS OF COMPUTER PRODUCED REPORTS

PAGES	COST PER PAGE				
38 (Single Copy)	.05		1.90	24	45.60
152 (Multicopy)	.03		4.56	24	109.44

	TOTAL COSTS PER YEAR	$505.14

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

A listing of Other Cases pending in the Investigations Division, with date each case was opened in ID. List is used to validate manual records which, in turn, are used to validate the computer listing.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
		MAN-HOURS	DOLLARS
RETAIN AS IS	x OTHER (explain) Retain as is, pending development of comprehensive revision of case processing system, now entering Design Phase.		
CHANGE			
DISCONTINUE			

25X1

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
8 October 1970	Security Officer/Systems Analyst	

25X1

FORM 112

Classification

(22-36-43)

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)	2. TYPE OF REPORT		
CAPER - List H - Status of Other Cases in Process in Preliminary Review		STATISTICAL	
		NARRATIVE	
		X	MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL
	LOGISTICS	X	SECURITY		OTHER (specify)
	MEDICAL		FINANCE		

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
1--on 20th of month 4--at end of month	twice each month	1--on 20th of the month 4--at end of the month

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING	9. DIRECTIVE AUTHORITY REQUIRING REPORT
Computer Print-Out	X YES IF YES GIVE ADP PROCESSING NO. NO 580	(basic policy statement)

25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
OCS OS/SR & CD	Punched Cards (SR & CD)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
PUNCHED CARDS									
	NUMBER		COST EACH						
	389		.05		19.45		12		350.10

B. COSTS OF COMPUTER PRODUCED REPORTS

PAGES	COST PER PAGE				
3 (Single Copy)	.05	.15	24		3.60
12 (Multicopy)	.03	.36	24		8.64
		TOTAL COSTS PER YEAR			$362.34

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

A listing of Other Cases pending in preliminary review, with date each case opened in preliminary review processing. List is used to validate manual records and vise versa.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
		MAN-HOURS	DOLLARS
RETAIN AS IS X OTHER (explain) Retain as is, pending development of comprehensive revision of case processing system, now entering Design Phase.			25X1
CHANGE			
DISCONTINUE			18. EXTENSION

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION
8 October 1970	Systems Analyst

25X1

SECRET
Classification

FORM 11-2

(22-36-43)

SECRET
Classification

CONTROL NO. 80085-6

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.) CAPER - List I - Status of Other Cases in Process in SR & CD	2. TYPE OF REPORT: STATISTICAL / NARRATIVE / **X** MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL	TRAINING	ADMIN. GENERAL
LOGISTICS	**X** SECURITY	OTHER (specify)
MEDICAL	FINANCE	

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
1--on 20th of month 4--at end of month	twice each month	1--on 20th of the month 4--at end of the month

7. FORMAT (memorandum, form computer print-out, etc) Computer Print-Out	8. ADP PROCESSING: YES / **X** NO IF YES GIVE ADP PROCESSING NO. 580	9. DIRECTIVE AUTHORITY REQUIRING REPORT (basic policy statement)

25X1

10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/SR & CD	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Punched Cards (SR & CD)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
PUNCHED CARDS NUMBER 389	COST EACH .05				19.45		12		350.10

B. COSTS OF COMPUTER PRODUCED REPORTS

PAGES	COST PER PAGE			
1 (Single Copy)	.05	.05	24	1.20
4 (Multicopy)	.03	.12	24	2.88
		TOTAL COSTS PER YEAR		$354.18

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

A listing of Other Cases pending in SR & CD, with date each case was received. List used to insure that each case which was "logged in" gets "logged out", and brings attention to cases which need attention.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT	ESTIMATED SAVINGS	
	MAN-HOURS	DOLLARS

RETAIN AS IS
CHANGE
DISCONTINUE
X OTHER (explain) Retain as is, pending development of comprehensive revision of case processing system now entering Design Phase.

25X1

16. DATE OF INVENTORY 8 October 1970	17. NAME AND TITLE OF PERSON PREPARING INFORMATION Security Officer/Systems Analyst	18. EXTENSION

Classification

FORM 142

(22-36-43)

25X1

CONTROL NO.

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)	2. TYPE OF REPORT		
CAPER - List J - Overt and Semi-Overt Cases which have been closed with a Type 4 Action		STATISTICAL	
		NARRATIVE	
	x	MACHINE-NAME LISTING	

3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL
	LOGISTICS	x	SECURITY		OTHER (specify)
	MEDICAL		FINANCE		

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
1--on 20th of month 4--at end of month	twice each month	1--on 20th of the month 4--at end of the month

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING	9. DIRECTIVE AUTHORITY REQUIRING REPORT
Computer Print-Out	x YES IF YES GIVE ADP PROCESSING NO. NO 580	(basic policy statement)

25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
OCS OS/SR & CD	Punched Cards (SR & CD)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
PUNCHED CARDS									
NUMBER	COST EACH								
389	.05		19.45				12		350.10

B. COSTS OF COMPUTER PRODUCED REPORTS

PAGES	COST PER PAGE				
1 (Single Copy)	.05	.05	24		1.20
4 (Multicopy)	.03	.12	24		2.88
		TOTAL COSTS PER YEAR			$354.18

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Provides an end of the month report item.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT	ESTIMATED SAVINGS	
	MAN-HOURS	DOLLARS
RETAIN AS IS	x OTHER (explain) Retain as is, pending development of comprehensive revision of case processing system, now entering Design Phase.	
CHANGE		25X1
DISCONTINUE		

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
9 October 1970		

25X1

FORM 11.2

(22-36-43)

Classification **SECRET**

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)	2. TYPE OF REPORT		
CAPER - List K - Overt and Semi-Covert Cases Closed (during the month)		STATISTICAL	
		NARRATIVE	
		X	MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL
	LOGISTICS	X	SECURITY		OTHER (specify)
	MEDICAL		FINANCE		

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
1--on 20th of month 4--at end of month	twice each month	1--on 20th of the month 4--at end of the month

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT
Computer Print-Out	X	YES	IF YES GIVE ADP PROCESSING NO.
		NO	580

(basic policy statement)   25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
OCS OS/SR & CD	Punched Cards (SR & CD)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
PUNCHED CARDS									
NUMBER	COST EACH								
389	.05		19.45				12		350.10

B. COSTS OF COMPUTER PRODUCED REPORTS

PAGES	COST PER PAGE				
16 (Single Copy)	.05	.80	24	19.20
64 (Multicopy)	.03	1.92	24	46.08

TOTAL COSTS PER YEAR	$415.38

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in Item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Provides alphabetical list of closed cases (by types) from which are extracted several report items for EOM reporting. Listing also used for validating purposes.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT	ESTIMATED SAVINGS	
	MAN-HOURS	DOLLARS
RETAIN AS IS		
CHANGE		
DISCONTINUE		
X OTHER (explain) Retain as is, pending development of comprehensive revision of case processing system, now entering Design Phase.		25X1

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
9 October 1970	Security Officer/Systems Analyst	

25X1

Classification

FORM 142
9-70   (22-36-43)

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)	2. TYPE OF REPORT		
CAPER - List L - Overt and Semi-Covert Cases Opened		STATISTICAL	
		NARRATIVE	
		x	MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL		TRAINING	ADMIN. GENERAL
	LOGISTICS	**x**	SECURITY .	OTHER (specify)
	MEDICAL		FINANCE	

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
1--on 20th of month 4--at end of month	twice each month	1--on 20th of the month 4--at end of the month

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING	9. DIRECTIVE AUTHORITY REQUIRING REPORT
Computer Print-Out	**x** YES IF YES GIVE ADP PROCESSING NO. NO 580	(basic policy statement) 25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
OCS OS/SR&CD	Punched Cards (SR&CD)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
PUNCHED CARDS									
NUMBER	COST EACH								
389	.05		19.45				12		350.10

B. COSTS OF COMPUTER PRODUCED REPORTS

PAGES	COST PER PAGE				
35 (Single Copy)	.05	1.75	24	42.00
140 (Multicopy)	.03	4.20	24	100.80
		TOTAL COSTS PER YEAR		$492.90

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

   Provides alphabetical listing of opened cases (by types) from which one extracted several EOM report items. List also used for validating purposes.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT	ESTIMATED SAVINGS	
	MAN-HOURS	DOLLARS
RETAIN AS IS **x** OTHER (explain) Retain as is, pending development of comprehensive revision of case processing system, now entering Design Phase.		25X1
CHANGE		
DISCONTINUE		

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
9 October 1970	Security Officer/Systems Analyst	

25X1